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State Elementary School Manual

GIVING

Law and Regulations for Classification As State Rural, Graded and Consolidated Schools

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AUGUST, 1915

ISSUED BY THE
STATE BOARD OF EDUCATION
OF
NORTH DAKOTA



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GENERAL STATEMENT

1. Section 1423 of the Compiled Laws of 1913, creates a State Board of Education which has in charge the classification of rural, graded and consolidated schools. Pursuant to the powers conferred upon that State Board by sections 1427, 1439, 1440, 1441, 1442, 1443, 1444, 1445, 1446, 1447, 1448, 1449 and 1450 of the Compiled Laws of 1913 it has formulated these rules and regulations for the classification of the rural, graded and consolidated schools of the state.
2. The purpose of this aid as stated by the Elementary School Act is to aid, encourage, stimulate, and standardize the rural, consolidated and graded schools of this state, and thereby increase the efficiency of the entire educational system. Its special purpose is to aid and promote consolidation of rural schools.
3. The funds will be apportioned by the State Board of Education between the first and fifteenth days of August each year to such schools as have met all the requirements for classification. A second class rural school will receive one hundred dollars, a first class rural, one hundred fifty dollars, a second class graded, one hundred fifty dollars, a first class graded, two hundred dollars, a second class consolidated, five hundred dollars, and a first class consolidated, six hundred dollars; provided, that should there be insufficient funds to apportion the amounts named therein, then the available funds will be apportioned on a pro rata basis.

REQUIREMENTS OF LAW AND THE STATE BOARD OF EDUCATION FOR CLASSIFICATION

First Class Consolidated Schools

A consolidated school exists where all the following conditions obtain, viz.: (1) At least two teachers are employed; (2) At least eighteen contiguous sections are served; and (3) Transportation is provided for those living beyond the two and one-fourth mile limit when such is requested by the patrons living therein.

To be entitled to aid as a state consolidated school of the first class, the law and regulations of the board require in addition to the above:

1. **School Term.]** Must be not less than nine months during the school year.

2. **Attendance.]** The actual per cent of attendance (to find this, multiply average daily attendance by 100 and divide by total enrollment) for the school must be not less than seventy-five, provided, that each child between the ages of eight and fifteen inclusive must have a 90 per cent attendance average for the entire term except when excused under the law. Non-attendance is excusable if due to one of the following causes, viz.: (1) Attendance elsewhere at some approved school; (2) Extreme poverty or destitution of the family which the county has failed to relieve on being requested to do so by the family in question; (3) Completion of the course; (4) Physical or mental incapacity, and (5) Lack of transportation beyond the two and one-fourth mile limit.

3. **Departments.]** Must be not less than four departments.

4. **Teachers.]** The principal must be a graduate of a state normal school, or higher institution of learning, or must hold a professional certificate, and must receive not less than ninety dollars per month. Each teacher must hold a first grade elementary certificate, or better, and be a graduate of a standard four-year high school course, or equivalent, and should receive not less than sixty-five dollars per month. All teachers must render service of a high grade.

5. School Buildings.] Must be suitable for school purposes, clean and well kept. Fire escapes and out-swinging doors in the exits must be provided as required by law. There must be at least 12 square feet of floor space and 200 cubic feet of air space provided for each pupil.

6. Equipment.] Each department must be provided with:

- (a) **Encyclopedia.** Must be a set of modern encyclopedia of at least four volumes, in rooms above sixth grade.
- (b) **Unabridged Dictionaries.** Must be Webster's New International, in rooms above third grade.
- (c) **Abridged Dictionaries.** Not less than five copies, in rooms above third grade.
- (d) **Supplementary Readers.** In addition to regular basic readers for all grades, there must be at least two sets of supplementary readers for the first six grades and classics for the remaining grades.
- (e) **Maps.** Must be a set of at least eight modern maps including state map, mounted on spring rollers in suitable case, in rooms above third grade.
- (i) **Globe.** Must be at least 12-inch suspension globe, in rooms above third grade.
- (g) **Desks and Seats.** Must be supplied with suitable single seats and desks, properly arranged, for accommodation of all pupils. Single adjustable seats and desks preferred.
- (h) **Blackboards.** Must be at least 100 square feet, slate preferred.
- (i) **Drinking Water.** Each floor must be supplied with a closed receptacle and individual drinking cups, or a fountain.
- (j) **Laboratory Equipment.** For laboratory equipment for high school classes in manual training the value of same must be not less than seventy-five dollars, in domestic science not less than forty dollars, and in agriculture not less than fifty dollars; provided, that these courses need not be taught unless at least ten well qualified high school pupils ask for each course.

(k) Lavatory. Each school must be provided with proper facilities for washing the face and hands.

7. Courses of Study.] The common school subjects including elementary agriculture as named in the law and outlined in the state course of study must be taught. A two-year high school course must be offered as outlined in the high school manual. This shall include a course in either sewing or cooking and a course in either manual training or agriculture, provided, at least ten qualified high school pupils ask for same.

8. Library.] Must have a well selected library of at least 150 volumes divided between general and reference. The reference will include the dictionaries and the encyclopedia, but readers and other texts must not be included in either list. The books for the library shall be selected from lists approved by the State Superintendent.

9. Heating, Ventilating and Lighting.] Each school must be properly heated, ventilated and lighted in the following way:

(a) Heating. Must be either basement plant or jacketed stove, same to be properly installed for purposes of ventilation.

(b) Ventilating. Fresh air must be brought from outside over or by a heated body through an intake or flue that is large enough to furnish sufficient fresh air which calls for a cross section area of a square foot for every ten pupils. This fresh air must be delivered at about six feet above level of floor. The foul exit or flue must be of the same dimensions as the fresh air flue. **It must** remove the foul air at level of the floor, bringing the air in contact with a heated body in order that it may move up and out.

(c) Lighting. Light must be admitted from left side, or rear, or both, and the total light area must not be less than twenty per cent of the floor space.

10. Outhouses or Closets.] To guard more effectively the health and morals of the pupils, there must be inside closets, or the outhouses must be connected by enclosed passage-ways with the school building, or built with double doors and kept clean and free from snow. In any case they must be well kept.

11. School Grounds.] In villages and towns the grounds must be at least a block in extent, and in the open country must be at least two acres. The grounds must be clean and present an orderly appearance and must be improved by care of lawns and planting of trees, shrubs, etc.

12. Records.] There must be kept by the principal a complete record showing in detail each and every item herein named for classification; and in addition must show (1) the daily attendance, enrollment and monthly standing of all pupils. (2) The status of each teacher as to education, experience and salary.

13. School Efficiency.] Each school must show that it has maintained a high standard of efficient service during the year which will be shown largely when at least ninety per cent of available pupils enrolled complete their grades in a creditable manner. Examinations will be given by the state board of education, or inspector, to assist in determining this standard.

SECOND CLASS CONSOLIDATED SCHOOLS

A consolidated school exists where all the following conditions obtain, viz.: (1) at least two teachers are employed; (2) at least eighteen contiguous sections are served; and (3) transportation is provided for those living beyond the two and one-fourth mile limit when such is requested by the patrons living therein.

To be entitled to aid as a state consolidated school of the second class, the law and regulations of the state board of education require:

1. School Term.] Must be not less than nine months during the school year.

2. Attendance.] The actual per cent of attendance (to find this, multiply average daily attendance by 100 and divide by total enrollment) for the school must be not less than seventy-five, provided, that each child between the ages of eight and fifteen inclusive must have an average attendance for the entire term of ninety per cent except when excused under the law. Non-attendance is excusable if due to one of the following causes, viz.: (1) attendance elsewhere at some approved school, (2) extreme poverty or destitution of the family which the county has failed to relieve on being requested to do so by the family in

question, (3) completion of the course, (4) physical or mental incapacity and (5) lack of transportation beyond the two and one-fourth mile limit.

3. Departments.] Must be not less than 2 departments.

4. Teachers.] The principal must be a graduate of a state normal school or higher institution of learning or must hold a professional certificate and must receive not less than seventy-five dollars per month. Each teacher must hold a first grade elementary certificate or better and be a graduate of a standard four-year high school course or equivalent, and should receive not less than sixty dollars per month. The teachers must render service of a high grade.

5. School Buildings.] Must be suitable for school purposes, clean and well kept. Fire escapes and out-swinging doors in the exits must be provided as required by law. There must be at least 12 square feet of floor space and 200 cubic feet of air space provided for each pupil.

6. Equipment.] Each department must be provided with:

- (a) Encyclopedia.** Must be a set of modern encyclopedia of at least four volumes, in rooms above sixth grade.
- (b) Unabridged Dictionaries.** Must be Webster's New International, in rooms above third grade.
- (c) Abridged Dictionaries.** Not less than five copies, in rooms above third grade.
- (d) Supplementary Readers.** In addition to regular basic readers for all grades, there must be at least two sets of supplementary readers for the first six grades and classics for the remaining grades.
- (e) Maps.** Must be set of at least eight modern maps including state map, mounted on spring rollers in suitable case, in rooms above third grade.
- (f) Globe.** Must be 12-inch suspension globe, in rooms above third grade.
- (g) Desks and Seats.** Must be supplied with suitable single seats and desks, properly arranged, for accom-

modation of all pupils. Single adjustable seats and desks preferred.

- (h) **Blackboards.** Must be at least 100 square feet—slate preferred.
- (i) **Drinking Water.** Each floor must be supplied with a closed receptacle and individual drinking cups, or a fountain.
- (j) **Laboratory Equipment.** For laboratory equipment for high school classes in manual training the value of same must be not less than seventy-five dollars, in domestic science not less than forty dollars, and in agriculture not less than fifty dollars; provided that these courses need not be taught unless ten well qualified high school pupils ask for each course.
- (k) **Lavatory.** Each school must be provided with proper facilities for washing the face and hands.

7. Courses of Study.] The common school subjects including elementary agriculture as named in the law and outlined in the state course of study must be taught. A course in either sewing or cooking and a course in either manual training or agriculture must be taught, provided, at least ten qualified high school pupils ask for same.

8. Library.] Must have a well selected library of at least 150 volumes divided between general and reference. The reference will include the dictionaries and the encyclopedia, but readers and other texts must not be included in either list. The books for the library shall be selected from the lists approved by the State Superintendent.

9. Heating, Ventilating and Lighting.] Each school must be properly heated, ventilated and lighted in the following way:

- (a) **Heating.** Must be either basement plant, or jacketed stove, same to be properly installed for purposes of ventilation.
- (b) **Ventilating.** Fresh air must be brought from outside over or by a heated body through an intake or flue that is large enough to furnish sufficient fresh air which calls for a cross section area of a square foot

for every ten pupils. This fresh air must be delivered at about six feet above level of floor. The foul air exit or flue must be of the same dimensions as the fresh air flue. It must remove the foul air at level of the floor, bringing the air in contact with a heated body in order that it may move up and out.

(c) **Lighting.** Light must be admitted from left side, or rear, or both, and the total light area must not be less than twenty per cent of the floor space.

10. **Outhouses or Closets.]** To guard more effectively the health and morals of the pupils, there must be inside closets, or the outhouses must be connected by enclosed passage-ways with the school building, or built with double doors and kept free from snow and clean. In any case they must be well kept.

11. **School Grounds.]** In villages and towns the grounds must be at least a block in extent, and in the open country must be at least two acres. The grounds must be clean and present an orderly appearance.

12. **Records.]** There must be kept by the principal a complete record showing in detail each and every item herein named for classification; and in addition must show (1) the daily attendance, enrollment and monthly standing of all pupils; (2) the status of each teacher as to education, experience and salary.

13. **School Efficiency.]** Each school must show that it has maintained a high standard of efficient service during the year which will be shown largely when at least ninety per cent of available pupils enrolled complete their grades in a creditable manner. Examinations will be given by the state board of education, or inspector, to assist in determining this standard.

FIRST CLASS GRADED SCHOOLS.

To be entitled to state aid as a state graded school of the first class the law and regulations of the state board of education require:

1. **School Term.]** Must be not less than nine months during the school year.

2. **Attendance.]** The actual per cent of attendance (to find this, multiply average daily attendance by 100 and divide by

total enrollment) for the school must be not less than seventy-five; provided, that each child between the ages of eight and fifteen inclusive must have an average attendance for the entire term of ninety per cent except when excused under the law. Non-attendance is excusable if due to one of the following causes, viz.: (1) attendance elsewhere at some approved school, (2) extreme poverty or destitution of the family which the county has failed to relieve on being requested to do so by the family in question, (3) completion of the course, (4) physical or mental incapacity, and (5) lack of transportation beyond the two and one-fourth mile limit.

3. Departments.] Must be not less than 4 departments.

4. Teachers.] The principal must be a graduate of a state normal school, or higher institution of learning, or must hold a professional certificate and must receive not less than ninety dollars per month. Each teacher must hold a first grade elementary certificate or better and be a graduate of a standard four-year high school course or equivalent, and should receive not less than sixty-five dollars per month. All teachers must render service of a high grade.

5. Buildings.] Must be suitable for school purposes, clean and well kept. Fire escapes and out-swinging doors in the exits must be provided as required by law. There must be at least 12 square feet of floor space and 200 cubic feet of air space provided for each pupil.

6. Equipment.] Each department must be provided with:

(a) **Encyclopedia.** Must be a set of modern encyclopedia of at least four volumes, in rooms above sixth grade.

(b) **Unabridged Dictionaries.** Must be Webster's New International, in rooms above third grade.

(c) **Abridged Dictionaries.** Not less than five copies, in rooms above third grade.

(d) **Supplementary Readers.** In addition to regular basic readers for all grades, there must be at least two sets of supplementary readers for the first six grades and classics for the remaining grades.

(e) **Maps.** Must be a set of at least eight modern maps including state map, mounted on spring rollers in suitable case, in rooms above third grade.

(f) **Globe.** Must be at least 12-inch suspension globe, in rooms above third grade.

(g) **Desks and Seats.** Must be supplied with suitable single seats and desks, properly arranged, for accommodation of all pupils. Single adjustable seats and desks preferred.

(h) **Blackboards.** Must be at least 100 square feet, slate preferred.

(i) **Drinking Water.** Each floor must be supplied with a closed receptacle and individual drinking cups, or a fountain.

(j) **Laboratory Equipment.** For laboratory equipment for high school classes in manual training the value of the same must be not less than seventy-five dollars, in domestic science not less than forty dollars, and in agriculture not less than fifty dollars; provided that these courses need not be taught unless at least ten well qualified high school pupils ask for each course.

(k) **Lavatory.** Each school must be provided with proper facilities for washing the face and hands.

7. **Courses of Study.]** The common school subjects including elementary agriculture as named in the law and outlined in the state course of study must be taught. A two year high school course must be offered as outlined in the high school manual. This shall include a course in either sewing or cooking and a course in either manual training or agriculture, provided, at least ten qualified high school pupils ask for same.

8. **Library.]** Must have a well selected library of at least 150 volumes divided between general and reference. The reference will include the dictionaries and the encyclopedia, but readers and other texts must not be included in either list. The books for the library shall be selected from lists approved by the state superintendent.

9. **Heating, Ventilating and Lighting.]** Each school must

be properly heated, ventilated and lighted in the following way:

- (a) **Heating.** Must either be basement plant or jacketed stove, same to be properly installed for purposes of ventilation.
- (b) **Ventilating.** Fresh air must be brought from outside over or by a heated body through an intake or flue that is large enough to furnish sufficient fresh air which calls for a cross section area of a square foot for every ten pupils. This fresh air must be delivered at about six feet above level of floor. The foul air exit or flue must be of the same dimensions as the fresh air flue. It must remove foul air at level of the floor, bringing the air in contact with a heated body in order that it may move up and out.
- (c) **Lighting.** Light must be admitted from left side, or rear, or both, and the total light area must be not less than twenty per cent of the floor space.

10. Outhouses or Closets.] To guard more effectively the health and morals of the pupils, there must be inside closets or the outhouses must be connected by enclosed passage-ways with the school building, or built with double doors and kept clean and free from snow. In any case they must be well-kept.

11. Grounds.] In villages and towns, the grounds must be at least a block in extent, and in the open country must be at least two acres. The grounds must be clean and present an orderly appearance.

12. Records.] There must be kept by the principal a complete record showing in detail each and every item herein named for classification; and in addition must show (1) the daily attendance, enrollment and monthly standing of all pupils and (2) the status of each teacher as to education, experience and salary.

13. School Efficiency.] Each school must show that it has maintained a high standard of efficient service during the year which will be shown largely when at least ninety per cent of available pupils enrolled complete their grades in a creditable manner. Examinations will be given by the state board of education, or inspector, to assist in determining this standard.

SECOND CLASS GRADED SCHOOLS.

To be entitled to state aid as a state graded school of the second class the law and regulations of the state board of education require:

1. **School Term.]** Must be not less than nine months during the school year.
2. **Attendance.]** The actual per cent of attendance (to find this, multiply average daily attendance by 100 and divide by total enrollment) for the school must be not less than seventy-five; provided that each child between the ages of eight and fifteen inclusive must have an average attendance for the entire term of ninety per cent except when excused under the law. Non-attendance is excusable if due to one of the following reasons, viz.: (1) attendance elsewhere at some approved school, (2) extreme poverty or destitution of the family which the county has failed to relieve on being requested to do so by the family in question, (3) completion of the course, (4) physical or mental incapacity and (5) lack of transportation beyond the two and one-fourth mile limit.
3. **Departments.]** Must not be less than 2 departments.
4. **Teachers.]** The principal must be a graduate of a state normal school, or higher institution of learning, or must hold a professional certificate, and must receive not less than seventy-five dollars per month. Each teacher must hold a first grade elementary certificate or better and be a graduate of a standard four-year high school course, or equivalent, and should receive not less than sixty dollars per month. The teachers must render service of a high grade.
5. **School Buildings.]** Must be suitable for school purposes, clean and well kept. Fire escapes and out-swinging doors in the exits must be provided as required by law. There must be at least 12 square feet of floor space and 200 cubic feet of air space provided for each pupil.
6. **Equipment.]** Each department must be provided with:
 - (a) **Encyclopedia.** Must be a set of modern encyclopedia of at least four volumes, in rooms above sixth grade.

- (b) **Unabridged Dictionaries.** Must be Webster's New International, in rooms above third grade.
- (c) **Abridged Dictionaries.** Not less than five copies, in rooms above third grade.
- (d) **Supplementary Readers.** In addition to regular basic readers for all grades, there must be at least two sets of supplementary readers for the first six grades and classics for the remaining grades.
- (e) **Maps.** Must be set of at least eight modern maps including state map, mounted on spring rollers in suitable case, in rooms above third grade.
- (f) **Globe.** Must be 12-inch suspension globe, in rooms above third grade.
- (g) **Desks and Seats.** Must be supplied with suitable single seats and desks properly arranged, for accommodation of all pupils. Single adjustable seats and desks preferred.
- (h) **Blackboards.** Must be at least 100 square feet, slate preferred.
- (i) **Drinking Water.** Each floor must be supplied with a closed receptacle and individual drinking cups, or a fountain.
- (j) **Laboratory Equipment.** For laboratory equipment for high school classes in manual training the value of same must be not less than seventy-five dollars, in domestic science not less than forty dollars, and in agriculture not less than fifty dollars; provided, that these courses need not be taught unless at least ten well qualified high school pupils ask for each course.
- (k) **Lavatory.** Each school must be provided with proper facilities for washing the face and hands.

7. **Courses of Study.]** The common school subjects including elementary agriculture as named in the law and outlined in the state course of study must be taught. A course in either sewing or cooking and a course in either manual training or agriculture must be taught, provided, at least ten qualified high school pupils ask for same.

8. Library.] Must have a well selected library of at least 150 volumes divided between general and reference. The reference will include the dictionaries and the encyclopedia, but readers and other texts must not be included in either list. The books for the library shall be selected from lists approved by the state superintendent.

9. Heating, Ventilating and Lighting.] Each school must be properly heated, ventilated and lighted in the following way:

(a) **Heating.** Must be either basement plant or jacketed stove, same to be properly installed, for purposes of ventilation.

(b) **Ventilating.** Fresh air must be brought from outside over or by a heated body through an intake or flue that is large enough to furnish sufficient fresh air which calls for a cross section area of a square foot for every ten pupils. This fresh air must be delivered at about six feet above level of floor. The foul air exit or flue must be of the same dimensions as the fresh air flue. It must remove foul air at level of the floor, bringing the air in contact with a heated body in order that it may move up and out.

(c) **Lighting** Light must be admitted from left side, or rear, or both, and the total light area must be not less than twenty per cent of the floor space.

10. Outhouses or Closets.] To guard more effectively the health and morals of the pupils, there must be inside closets or the outhouses must be connected by enclosed passage-ways with the school building, or built with double doors and kept clean and free from snow. In any case they must be well kept.

11. School Grounds.] In villages and towns, the grounds must be at least a block in extent, and in the open country must be at least two acres. The grounds must be clean and present an orderly appearance.

12. Records.] There must be kept by the principal a complete record showing in detail each and every item herein named for classification; and in addition must show (1) the daily attendance, enrollment and monthly standing of all pupils, and (2) the status of each teacher as to education, experience and salary.

13. School Efficiency.] Each school must show that it has maintained a high standard of efficient service during the year which will be shown largely when at least ninety per cent of available pupils enrolled complete their grades in a creditable manner. Examinations will be given by the state board of education, or inspector, to assist in determining this standard.

REQUIREMENTS OF LAW AND THE STATE BOARD OF EDUCATION FOR CLASSIFICATION AS FIRST CLASS RURAL SCHOOLS

To be entitled to state aid as a state rural school of the first class the law and regulations of the state board of education require:

1. School Term.] Must be not less than nine months during the school year.

2. Attendance.] The actual per cent of attendance (to find this, multiply average daily attendance by 100 and divide by total enrollment) for the school must be not less than seventy-five; provided, that each child between the ages of eight and fifteen inclusive must have an average attendance of ninety per cent for the entire term except when excused under the law. Non-attendance is excusable if due to one of the following causes, viz.: (1) attendance elsewhere at some approved school, (2) extreme poverty or destitution of the family which the county has failed to relieve on being requested to do so by the family in question, (3) completion of the course, (4) physical or mental incapacity and (5) lack of transportation beyond the two and one-fourth mile limit.

3. Departments.] There must be not more than one department.

4. Teachers.] The teacher must hold a first grade elementary certificate or better and be a graduate of a standard four-year high school course or equivalent and should receive not less than sixty-five dollars per month.

5. School Buildings.] Must be suitable for school purposes, clean and well kept. There must be at least 12 square feet of

floor space and 200 cubic feet of air space provided for each pupil.

6. Equipment.] Each school must be provided with:

- (a) **Encyclopedia.** Must be a set of modern encyclopedia of at least four volumes.
- (b) **Unabridged Dictionaries.** Must be Webster's New International.
- (c) **Abridged Dictionaries.** Not less than five copies.
- (d) **Supplementary Readers.** In addition to regular basic readers for all grades, there must be at least two sets of supplementary readers for the first six grades and classics for the remaining grades.
- (e) **Maps.** Must be set of at least eight modern maps including state map, mounted on spring rollers in suitable case.
- (f) **Globe.** Must be 12-inch suspension globe.
- (g) **Desks and Seats.** Must be supplied with suitable single seats and desks, properly arranged, for accommodation of all pupils. Single adjustable seats and desks preferred.
- (h) **Blackboards.** Must be at least 100 square feet, slate preferred.
- (i) **Drinking Water.** Each school must be supplied with a closed receptacle and individual drinking cups, or a fountain.
- (j) **Lavatory.** Each school must be provided with proper facilities for washing the face and hands.

7. Course of Study.] The common school subjects including elementary agriculture as named in the law and outlined in the state course of study must be taught.

8. Library.] Must have a well selected library of at least 100 volumes divided between general and reference. The reference will include the dictionaries and the encyclopedia, but readers and other texts must not be included in either list. The books for the library shall be selected from lists approved by the State Superintendent.

9. Heating, Ventilating and Lighting.] Each school must be properly heated, ventilated and lighted in the following way:

- (a) **Heating.** Must be either basement plant or jacketed stove, same to be properly installed, for purposes of ventilation.
- (b) **Ventilating.** Fresh air must be brought from outside over or by a heated body through an intake or flue that is large enough to furnish sufficient fresh air which calls for a cross section area of a square foot for every ten pupils. This fresh air must be delivered at about six feet above level of floor. The foul air exit or flue must be of the same dimensions as the fresh air flue. It must remove the foul air at level of the floor, bringing the air in contact with a heated body in order that it may move up and out.
- (c) **Lighting.** Light must be admitted from left side or rear, or both, and the total light area must be not less than twenty per cent of the floor space.

10. Outhouses or Closets.] To guard more effectively the health and morals of the pupils, there must be inside closets or the outhouses must be connected by enclosed passage-ways with the school building, or built with double doors and kept clean and free from snow. In any case they must be well kept.

11. School Grounds.] In villages and towns, the grounds must be at least a block in extent, and in the open country must be at least two acres. The grounds must be clean and present an orderly appearance.

12. Records.] There must be kept by the teacher a complete record showing in detail each and every item herein named for classification, and it must show the daily attendance, enrollment and monthly standing of all pupils.

13. School Efficiency.] Each school must show that it has maintained a high standard of efficient service during the year which will be shown largely when at least ninety per cent of available pupils enrolled complete their grades, in a creditable manner. Examinations will be given by the state board of education, or inspector, to assist in determining this standard.

SECOND CLASS RURAL SCHOOLS

To be entitled to state aid as state rural school of the second class, the law and the regulations of the state board of education require :

1. School Term.] Must be not less than eight months during the school year.

2. Attendance.] The actual per cent of attendance (to find this, multiply average daily attendance by 100 and divide by total enrollment) for the school must not be less than seventy-five and each child between the ages of eight and fifteen inclusive must have an average attendance of ninety per cent for the entire term except when excused under the law. Non-attendance is excusable if due to one of the following causes, viz.: (1) attendance elsewhere at some approved school, (2) extreme poverty or destitution of the family which the county has failed to relieve on being requested to do so by the family in question, (3) completion of the course, (4) physical or mental incapacity, and (5) lack of transportation beyond the two and one-fourth mile limit.

3. Departments.] Must be not more than one department.

4. Teacher.] The teacher must hold a second grade elementary certificate or better and be a graduate of a standard four-year high school course or equivalent, and should receive not less than sixty dollars per month.

5. School Buildings.] Must be suitable for school purposes, clean and well kept. There must be at least 12 square feet of floor space and 200 cubic feet of air space provided for each pupil.

6. Equipment.] Each school must be provided with:

(a) **Encyclopedia.** Must be set of modern encyclopedia of at least four volumes.

(b) **Unabridged Dictionaries.** Must be Webster's New International.

(c) **Abridged Dictionaries.** Not less than one copy for each four children above the fourth grade.

(d) **Supplementary Readers.** In addition to regular basic readers for all grades, there must be at least two

sets of supplementary readers for the first six grades and classics for the remaining grades.

- (e) **Maps.** Must be set of at least eight modern maps including state map, mounted on spring rollers in suitable case.
- (f) **Globe.** Must be 12-inch globe, suspension preferred.
- (g) **Desks and Seats.** Must be supplied with suitable seats and desks, properly arranged, for accommodation of all pupils. Single adjustable seats and desks preferred.
- (h) **Blackboards.** Must be at least 5 square feet per child, slate preferred.
- (i) **Drinking Water.** Each school must be supplied with a closed receptacle and individual drinking cups or a fountain.
- (j) **Lavatory.** Each school must be provided with proper facilities for washing the face and hands.

7. Course of Study.] The common school subjects including elementary agriculture as named in the law and outlined in the state course of study must be taught.

8. Library.] Must have a well selected library of at least 75 volumes divided between general and reference. The reference will include the dictionaries and the encyclopedia, but readers and other texts must not be included in either list. The books for the library shall be selected from lists approved by the State Superintendent.

9. Heating, Ventilating and Lighting.] Each school must be properly heated, ventilated and lighted in the following way:

- (a) **Heating.** Must be either basement plant or jacketed stove, same to be properly installed for purposes of ventilation.
- (b) **Ventilating.** Fresh air must be brought from outside over or by heated body through an intake or flue that is large enough to furnish sufficient fresh air which calls for a cross section area of a square foot for every ten pupils. This fresh air must be delivered at

about six feet above level of floor. The foul air exit or flue must be of the same dimensions as the fresh air flue. It must remove the foul air at level of the floor, bringing the air in contact with a heated body in order that it may move up and out.

(c) **Lighting.** Light should be admitted from left side or rear or both, and the total light area must not be less than twenty per cent of the floor space.

10. Outhouses or Closets.] To guard more effectively the health and morals of the pupils, there should be inside closets or the outhouses should be connected by enclosed passage-ways with the school building. If not, the outhouses must be built some distance apart. In either case they must be well kept.

11. School Grounds.] In villages and towns, the grounds should be at least a block in extent, and in the open country should be at least two acres. The grounds must be clean and present an orderly appearance.

12. Records.] There must be kept by the teacher a complete record showing in detail each and every item herein named for classification, and it must show the daily attendance, enrollment and monthly standing of all pupils.

13. School Efficiency.] Each school must show that it has maintained a high standard of efficient service during the year which will be shown largely when at least ninety per cent of available pupils enrolled complete their grades, in a creditable manner. Examinations will be given by the state board of education, or inspector, to assist in determining this standard.

COMPILED LAWS OF 1913

ARTICLE 3—RURAL SCHOOLS.

Sec. 1439. Purpose.] The purpose of this Act shall be to aid, encourage, stimulate, and standardize the rural, consolidated and graded schools of this state, and thereby increase the efficiency of the entire educational system of this state.

Sec. 1440. Graded, Consolidated and Rural Schools May Obtain State Aid.] Any public school in any common school district in the state, or any public school in any city, town or village, or any consolidated school in the state, not entitled to aid as a state high school, but fully complying with the conditions of this Act relating to state graded schools, and any public school in any common school district in the state not located in any incorporated city, town or village, but fully complying with the conditions of this Act relating to state rural schools, may receive aid as hereinafter provided for state consolidated schools, state graded schools and state rural schools.

Sec. 1441. Conditions to be Complied with by State Graded Schools in Order to Obtain Aid.] State graded schools shall be of two classes, viz.: first and second class. First class: In order to be entitled to aid as a state graded school of the first class, such school shall for the school year next preceding that for which aid is granted have complied with the following conditions: First, it shall have maintained at least nine months' school. Second, it shall be well organized, having at least four departments under the supervision of proficient teachers. The principal shall be a graduate of a normal, or other institution of higher learning, or shall hold a professional certificate and each department of such school shall be taught by a teacher having at least a first grade elementary certificate. Third, it shall have a suitable school building, properly lighted, heated and ventilated, sanitary and commodious outhouses, and other necessary accommodations, library and such other apparatus as is necessary to do efficient work. Fourth, such school shall have a regular and orderly course of study, and shall include the first two years of a high school course, as suggested by the state board of education, as well as courses in domestic science and either manual train-

ing or elementary agriculture, and shall comply with such rules as may be established by the state board of education.

Second Class: In order to be entitled to aid as a state graded school of the second class, such school shall have complied with the following conditions for the school year next preceding that for which aid is granted, viz.: First, it shall have maintained at least nine (9) months' school. Second, it shall be well organized, having at least two departments under the supervision of proficient teachers. The principal shall be a graduate of a normal school, or other institution of higher learning, or shall hold a professional certificate, and each department of such school shall be taught by a teacher having a first-grade elementary certificate or better. Third, it shall have a suitable school building, properly lighted, heated and ventilated; sanitary and commodious outhouses and other necessary accommodations, a library, and such other apparatus as is necessary to do efficient work. Fourth, such school shall have a regular and orderly course of study for common schools, courses in domestic science, and either manual training or agriculture, and shall comply with such rules as may be established by the state board of education.

Sec. 1442. Conditions for Obtaining Aid as a State Rural School.] State Rural Schools shall be of two classes, viz.: first and second class.

First Class: In order to be entitled to aid as a state rural school of the first class, such school shall have complied with the following conditions during the school year next preceding that for which aid is granted:

First; Such school shall have maintained at least nine (9) months' school.

Second; It shall be taught by a teacher of successful experience, holding a first-grade elementary certificate, or a certificate of higher grade.

Third; It shall have a suitable school building, properly lighted, heated and ventilated; sanitary and commodious outhouses and other necessary accommodations, a library and such other apparatus as is necessary to do efficient work.

Fourth; Such school shall have a regular and orderly course of study prescribed in the state course of study for common

schools, including elementary agriculture, and shall comply with such rules as may be established by the state board of education.

Second Class: In order to be entitled to aid as a state rural school of the second class, such school shall have complied with the following conditions for the school year next preceding that for which aid is granted, viz.:

First; Such school shall have maintained at least eight (8) months' school.

Second; It shall be taught by a teacher of successful experience, holding a second-grade elementary certificate or a certificate of higher grade.

Third; It shall have a suitable school building, properly lighted, heated and ventilated, sanitary and commodious out-houses, and other necessary accommodations, library and such other apparatus as is necessary to do efficient work.

Fourth; Such school shall have a regular and orderly course of study as prescribed in the state course of study for common schools, including elementary agriculture and shall comply with such rules as may be established by the state board of education.

Sec. 1443. Application to be Made to the County Superintendent of Schools.] Applications from schools for the aid herein provided in the case of state graded consolidated and state rural schools, shall be made to the county superintendent of schools of the county in which such schools are located. The county superintendent shall forward to the state superintendent of public instruction such applications as are endorsed and recommended by him, together with a certificate of the superintendent of the county wherein the school making such application is situated, to the effect that such school has fully complied with the conditions mentioned in Section 1441 of this Act in the case of state graded, or state consolidated schools, and with the conditions mentioned in Section 1442 of this Act, in the case of state rural schools, and in addition the rules established by the state board of education. The county superintendent shall also file with the inspector when requested to do so by that officer a certified list of such schools as have met the requirements for classification.

Sec. 1444. Inspection of Schools. State School Inspector. Appointment. Qualifications. Salary and Expenses. Duties and Reports. Assistant Inspector.] Application for aid to state graded schools, state rural schools, or state consolidated schools, which have the endorsement and recommendations of the county superintendent wherein such schools are located shall be filed in the office of the state superintendent of public instruction; and before any apportionment of any aid can be made under the provisions of this Act, such school shall be duly inspected and recommended for classification by an officer to be known as state inspector of consolidated, rural, and graded schools. Such inspector shall be appointed by the state superintendent of public instruction for a period of two years; provided that such appointment must be confirmed by the state board of education. This inspector shall have the same educational qualifications as required by law for the office of state superintendent of public instruction, and shall have been a county superintendent of schools. The inspector shall receive an annual salary of two thousand dollars; and in addition thereto his necessary and actual expenses incurred in the discharge of his official duties, not exceeding fifteen hundred dollars in any one year. The salary and traveling expenses shall be paid in the same manner as in the case of the state superintendent of public instruction. It shall be the special duty of the state inspector of consolidated, rural and graded schools to aid and promote consolidation of schools, and to further that end, he shall, when possible, attend teachers' meetings, institutes, training schools and school officers' and patrons' meetings, and discuss consolidation and kindred topics. He shall on or before the fifteenth day of September in each year, make and transmit to the governor and the state superintendent of public instruction, a report showing the conditions of the schools inspected, with such summaries and recommendations as he may think proper; and not more than fifteen hundred of such reports shall be printed each year. He shall also file in the office of the state superintendent at the close of each school month individual reports of the several schools inspected during that month.

Sec. 1445. Amount of Apportionment.] Between the first and fifteenth of August in each year, the state board of education shall apportion to each of said state consolidated schools the

sums named in Section 1446 of this Act, and to each of said state graded schools which have fully complied with the provisions of this Act and such additional rules as may be established by the board, relating to state graded schools, the sum of two hundred dollars in each year to state graded schools of the first class, and to state graded schools of the second class the sum of one hundred fifty dollars; and they shall apportion to each of the state rural schools which have fully complied with the provisions of this Act and such additional rules as may be established by the board relating to state rural schools, the sum of one hundred fifty dollars in each year to each state rural school of the first class; and to each state rural school of the second class the sum of one hundred dollars in each year; provided, however, that in case the amount apportioned and available shall not be sufficient to pay the amounts specified above then the amount available shall be apportioned pro rata among the schools entitled thereto, and any moneys apportioned under this Act shall be used solely to increase the efficiency of such schools. Provided, also, that but one school of each class in any township or district shall receive aid under the provisions of this Act until all of those schools applying for aid before August first of each year are considered and disposed of. These amounts shall be paid by the state treasurer on warrant of the state auditor when duly certified and filed with the state auditor by the superintendent of public instruction.

Sec. 1446. Aid to Consolidated Schools.] Any consolidated school meeting the requirements for a state graded school of the first class shall receive aid in the amount of six hundred dollars, and any consolidated school meeting the requirements for a state graded school of the second class shall receive aid in the amount of five hundred dollars. A consolidated school within the meaning of this Act shall be one organized in accordance with Section 84, Chapter 266, Session Laws of 1911, and in addition shall have at least two departments.

Sec. 1447. Records, Accounts and Rules.] The state superintendent of public instruction shall keep a record of all schools applying for and receiving aid as state graded schools, state consolidated schools or state rural schools, in each year, and a detailed account of all moneys apportioned for such purposes. The state board of education is also authorized to establish such

additional rules as shall be found necessary to secure uniformity and the best results among the schools receiving state aid.

Sec. 1448. Advancement of Graded or Consolidated Schools, of the First Class to High Schools, and Advancement of Graded or Consolidated Schools of the Second Class to Graded or Consolidated Schools of the First Class.] First Class: When any state graded school or state consolidated school of the first class in this state attains such a degree of proficiency as to satisfy the state inspector of consolidated rural and graded schools that it has the qualifications necessary to entitle it to be advanced to a state high school, such inspector may recommend the same to the state board of education for such advancement. If the state board is satisfied that such school has complied with all the requirements to entitle it to promotion, said board shall raise it to a state high school entitling it to aid as such.

Second Class: When any state graded school or state consolidated school of the second class in this state has attained such a degree of proficiency as to satisfy the inspector that it has the qualifications necessary to entitle it to be advanced to a state graded or consolidated school of the first class, such inspector may recommend the same to the state board of education for such advancement. If the state board is satisfied that such school fully complies with all the requirements necessary to entitle it to promotion, such board shall raise it to a state graded or consolidated school of the first class, entitling it to aid as such.

Sec. 1449. Report of State Superintendent of Public Instruction.] The state superintendent of public instruction shall include in his biennial report a comprehensive statement of all receipts and disbursements; the name and number of schools in each class receiving aid; the number of pupils enrolled in each, and the cost of supervision of all schools receiving aid under this Act for the years covered by such report, to which may be added an estimate of appropriation needed to meet the requirements of this Act for the succeeding two years, and such other recommendations as he may deem useful and proper.

APPROPRIATION.

The appropriation for state aid to rural, graded, and consolidated schools as passed by the Fourteenth Legislative Assembly of the State of North Dakota.

**SUB-DIVISION 66 OF CHAPTER 43 OF THE SESSION LAWS
OF 1915.**

Appropriation for state aid to rural, graded, and consolidated schools, \$60,000 per annum, divided as follows:

For graded schools annually	\$10,000.00
For rural schools annually	20,000.00
For consolidated schools annually	30,000.00
Total for the biennial period	\$120,000.00

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